

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
Personnel Class Specification

PART-TIME ADMINISTRATIVE AIDE I – JURY OFFICE

DEFINITION OF CLASS

The Jury Office Assistant is responsible for administrative tasks such as answering phones, performing data entry, and scanning documents.

The employee in this position must follow the highest standards of public service and recognize that visitors to the Court may be under significant stress and ensure they are treated with dignity and discretion. Information obtained in the course of the performance of these duties may be confidential or private in nature.

This is a part-time position that includes commiserate Montgomery County benefits. The Office Assistant will work 20 hours per week.

The Jury Office Assistant reports directly to the Jury Commissioner and is ultimately responsible to the Court Administrator.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Montgomery County Personnel Regulations.

EXAMPLES OF ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. This job description shall not be construed to describe an exhaustive list of all duties that may be performed by such a person. It does not proscribe or restrict additional various tasks and assignments that may be required by the Jury Commissioner, Court Administrator, and/or Judicial Officers.

Reasonable accommodations will be made in accordance with the applicable law to enable individuals with disabilities to perform the essential functions.

- Reschedule residents' jury appointments and answer other questions over the telephone.
- Assist jurors as they check in at the kiosks.
- Scan documents into the Jury + System.

- Print and mail documents created daily by the Jury + System.
- Perform data entry.
- Maintain the Jury + database with juror contact information.
- Create and maintain project folders.
- Perform other administrative tasks for the Jury Commissioner.
- Complete on-going jury projects.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to start work each day at 7:30 am, with flexibility to accommodate occasional schedule changes.
- Ability to maintain a regular, punctual, and reliable level of attendance.
- Proficient in Microsoft Office applications, specifically Outlook, Word, and Excel.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.
- Ability to set priorities and simultaneously process multiple duties and responsibilities.
- Ability to work independently as well as part of a team on group projects.
- Detail oriented, organized, and adaptable to hectic situations.

MINIMUM QUALIFICATIONS

- High school graduate.
- Excellent communications skills.
- Good command of the English language (written and oral).
- Experience distributing cash.
- Conversational Spanish desirable, but not required.
- Minimum one year of administrative office experience.
- Minimum two years of customer service experience

How to apply for employment opportunities in the Administrative Office of the Circuit Court:

1. Please open the [Online Employment Application PDF](#). **Mac users MUST use Adobe to complete the application. The Mac "Preview" application will not transmit your information to us.** The application form requires you to have Adobe Reader version 8 or higher. Go to <http://get.adobe.com/reader/> to download the latest Adobe Reader version.
2. A button marked "Highlight Fields" will be above and to the right of the Application form. Click the button to show fields that can be typed in.
3. Complete all applicable fields by typing or clicking into each one.
4. On the last page of the Application there are two buttons. The **Print** button will allow you to print a copy for yourself. The Save As button will allow you to save the completed application to your computer.
5. Please send an email with the following attachments to adminhr@mcccourt.com: completed application, cover letter, resume, and a writing sample.